

MODULE 6

COMMON RESPONSIBILITIES

MODULE OVERVIEW

- Prior to leaving for assignment
- Check-in at the incident
- Common responsibilities
- Demobilization responsibilities

GENERAL GUIDELINES

- Your travel kit?
- Personal items?
- Your emergency assignment?



GENERAL GUIDELINES

- Who do you report to?
- Your level of authority at the incident?
- Communications?
- Family knows your whereabouts?



Prior To Departure:

■ You must know:

- ❖ Incident type and name or designation
- ❖ Incident check-in location
- ❖ Reporting time and date
- ❖ Mode of travel
- ❖ Who to contact enroute
- ❖ Method of communication

INCIDENT CHECK-IN LOCATIONS

- Incident Command Post:
Resources Unit or Personnel
in Logistics
- Base or Camp(s)
- Staging Areas
- Helibases

INCIDENT CHECK-IN LOCATIONS

- If assigned directly to an incident, check in with:

- ❖ Supervisor
- ❖ Operations Chief
- ❖ Incident Commander



- Remember:

- ❖ To “check-in” at the appropriate location at the end of your shift!

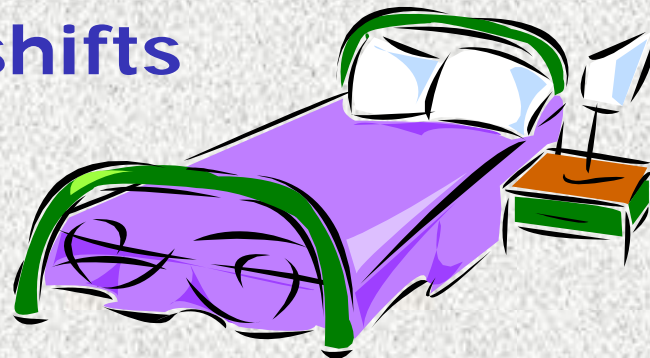
INCOMING PERSONNEL BRIEFING

- Current situation assessment
- Your job responsibilities
- Identification of co-workers
- Location of work area



INCOMING PERSONNEL BRIEFING

- Eating/sleeping arrangements
- Instructions on obtaining support
- Operational Period work shifts



IF YOUR FILLING OUT FORMS:

- Print or type all entries
- Dates by month/day/ year
- Enter date and time on all forms
- Use 24 hour clock

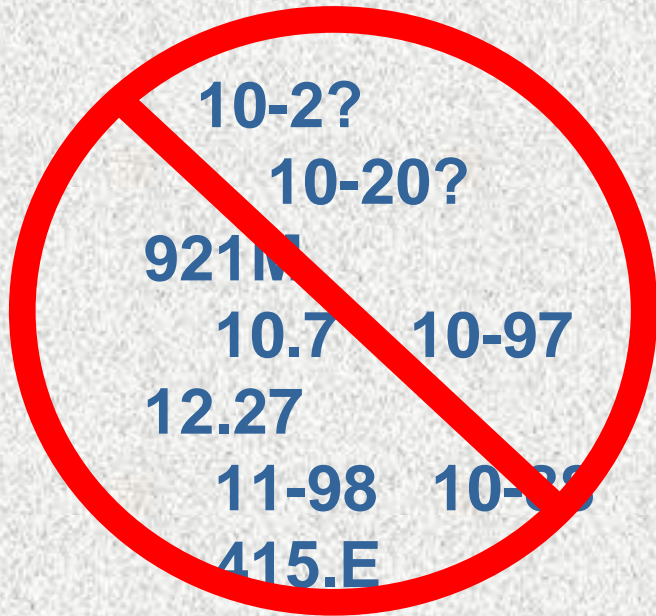


WHEN USING A RADIO OR TELEPHONE:

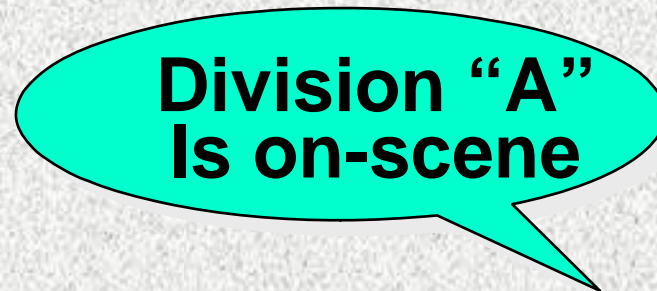
- Observe strict communications procedures
- Use clear text or plain English, no codes
- Essential traffic only



TRANSFER INFORMATION BY CLEAR TEXT TRANSMISSIONS



AVOID CODES



USE CLEAR TEXT !

PRIOR TO DEMOBILIZATION DO THE FOLLOWING

- Complete all work
- Complete and file forms and reports
- Brief your relief
- Performance evaluation
- Follow check-out procedures
- Return equipment and unused supplies
- If transportation is provided, be at your "pick-up" point on time.



SOME BEHAVIORAL ISSUES:

- Correct / report harassment or discrimination
- Don't use alcohol or drugs
- Conduct yourself professionally
- REMEMBER, you represent your agency!

